



W4 Change

Step	Action
1.	Click in the User ID field.
2.	Enter your User ID
3.	Press [Tab] .
4.	Enter your Password
5.	Click the Sign In button. 
6.	Click the W-4 Tax Information link. 
7.	Click in the Enter Total Number of Allowances field.
8.	Enter the Number of Allowances you would like to claim.
9.	Enter the desired information into the Enter Additional Amount field, if desired.
10.	Enter the Marital Status .
11.	Click in the New Mexico Withholding Allowances field.
12.	Enter the Number of Allowances you would like to claim.
13.	Click in the New Mexico Additional Amount field.
14.	Enter the desired information into the Enter Additional Amount field, if desired.
15.	Enter the Marital Status .
16.	Click the Submit button. 
17.	Enter your Password into the Password field.
18.	Click the Continue button. 
19.	Click the OK button. 
20.	Click the Home link. 
21.	Click the Sign out link. 
22.	End of Procedure.